

**Revised Tour programme of AMG – I (AP-5) for 1<sup>st</sup> Quarter of 2022-23**

**Manned by: - S/Shri**

1. Patitapaban Biswal, Sr. AO(Coml)

2. Akshya Kumar Mohanty, AAO

3. Rupesh Kumar Choudhary, AAO (Coml)

Sl. No.	Name, address & contact no. of the auditee.	Audit Type	Period of audit	No. of days.	Holidays.
1.	<b>Commissioner-cum-Secretary, Handloom &amp; Textiles Deptt., Bhubaneswar</b> hthdepartment@gmail.com, textile.handloom@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	25.04.2022 to 06.05.2022	10	May-01,03
2.	<b>Director Of Handicraft &amp; Cottage Industries, Bhubaneswar</b> O/o The Directorate of Handicrafts & Cottage Industries, Odisha, Unit-V, Bhubaneswar dhciori@gmail.com dhciori@nic.in	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	07.05.2022 to 18.05.2022	08	May-08
3.	<b>Director Of Handloom &amp; Textiles, Bhubaneswar</b> At.-Satyanagar, Bhubaneswar Pin: 751007, Dist.- Khurda, textiles.odisha@gov.in	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	19.05.2022 to 27.05.2022	08	May-14,15,16,22
<b>Transit to Balasore on 30.05.2022(Holiday)</b>					
4.	<b>Asst. Director Of Textiles, Balasore</b> At- Gudipada, Po- Sovarampur, Dist- Balasore adtbalasore@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2018-19 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	31.05.2022 to 08.06.2022	08	May-28,29,30 June-05
<b>Transit to Bhubaneswar on 09-06-2022</b>					
5.	<b>Odisha State Cooperative Spinning Mills Federation Limited (Spinfed), Bhubaneswar</b> Qr No-E/2 & E/4, O/o-the Asst Director of Sericulture, Bhubaneswar Campus, Near Sikharchandi Temple, Po- KIIT, Dist-Khordha, Bhubaneswar-751024	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2017-18 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	10.06.2022 to 23.06.2022	08	June-11,12,14,15,16,19
<b>Transit to Dhenkanal on 24.06.2022(FN)</b>					
6	<b>Asst. Director Of Textiles, Dhenkanal</b> adtdhenkanal@gmail.com	<ul style="list-style-type: none"> <li>Compliance Audit for the financial year 2014-15 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>Scrutiny of press clipping/complaint cases (if any).</li> </ul>	24.06.2022 to 02.07.2022 &	06	June-25,26 July-01,03
			<ul style="list-style-type: none"> <li><b>Transit to Headquarter on 02.07.2022(AN) to attend Group Meeting on 04.07.2022(FN)</b></li> <li><b>Transit to Dhenkanal on 05.07.2022(FN)</b></li> </ul>		
Continuation of Audit			05.07.2022 to 06.07.2022	02	
<b>Transit to Bhubaneswar on 06.07.2022(AN)</b>					

7	<b>Asst. Director Sericulture, Bhubaneswar</b> At: - Chandaka, Po-KIIT, Dist.: - Khurda, Odisha, Pin-761024. Bhubaneswarads@yahoo.com	<ul style="list-style-type: none"> <li>• Compliance Audit for the financial year 2016-17 to 2021-22 and other activities, schemes &amp; policies etc.</li> <li>• Scrutiny of press clipping/complaint cases (if any).</li> </ul>	07.07.2022 to 16.07.2022	08	July-09,10,17
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**Further programme follows:**

**Mandatory Instructions to Field Parties**

1. RO may submit a list of cases under the period of audit by the end of 2<sup>nd</sup> day and the selection made from above for audit and send to the Group email and man-days may be reviewed accordingly for surrender or extension.
2. **Revision of Tour Programme:** Prior Telephonic Permission are to be obtained in advance from Group Officer for any suggestion /request for extension/surrender of working days in a Programme followed by written request with detailed justification.
3. **Paragraphs:** All the quoted Act/Rule/Orders/Notification etc. mentioned in preamble and facts & figures of paragraphs are to be supported by relevant and legible key documents (KDs).
4. **Wanting KDs:** Any wanting KD(s) shall be collected by the contributor of Paragraph at his own expense and own time by availing CL/EL at the instruction of vetting/Report section.
5. **Annexure (s):** All the facts and figures of an annexure should be in Excel Sheet with appropriate formulae as per the prescribed format of vetting section/Appendix of Audit Report and only the conclusion drafted into paragraph as per style guide.
6. **Submission of DIR :** Soft copy of the DIR containing Annexure(s) are to be invariably submitted along with hard copy and again sent to official E-mail of BO/AMG-I( Vetting) and AMG-I(Hqr)[ID-audit2amg1@gmail.com](mailto:audit2amg1@gmail.com) within seven days of Completion of audit.
7. **Leave:** Prior intimation to Group Officer is mandatory before leaving the camp at audit location followed by email/fax for availing any kind of leave.
8. Adherence to the **guidance note** issued by Headquarter vide No. 226-09-PPG/2017 dated 23/08/2017 and new **auditing standard** issued by C&AG should be strictly followed.
9. Any material/extraction report/exception report relevant should be collected from the **Data Analytic Cell** (if available) before proceeding to the field unit.
10. **Man days may be surrendered**, if assessment records/volume of work is less in the year of audit. The parties may proceed to next item with intimation to AMG-I(Hq.)
11. Parties should collect the **soft copies of previous IRs** of respective subject from AMG-I Vetting cell before proceeding to Field unit.
12. Parties should **obtain KD in complete form and replies/compliance of the Preliminary Objection Memos** issued from the auditee unit so that the paras can be processed/developed smoothly. Further clarification/documents sought for at the time of vetting may be complied immediately.
13. Any **interesting or new points/paras** noticed may be promptly intimated to all parties/AMG-I vetting cell for circulation among the other concerned field parties for raising similar objection in all the units of the Department audited.
14. **Desk review** should be submitted to AMG-I (Hqrs) mail along with a copy to Group Officer's mail/Concerned Vetting Section's mail.
15. **Non-Compliance:** Any non-compliance to above instructions may be viewed seriously and reflected in APAR and action deemed fit may be initiated against the Contributor/Reviewing Officer.

Sd/-

Deputy Accountant General (AMG-I)

Date: 24.06.2022

Memo No. AMG-I(Hqrs.)-12/TP/AP\_05/2022-23/228

Copy forwarded to:-

1. Secretary to A.G. (Audit - II)
2. PA to D.A.G. (AMG - I)
3. Sr. A.O, AMG -I (Vetting)/BO, EDP Cell
4. AMG - I(Hqrs.) – T.D. Seat/Spare Copy

Sr. Audit Officer/AMG-I(Hqrs.)